

Special Conditions of Hire of Harpford Village Hall during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

1: You, the hirer, will be responsible for managing the ongoing COVID risks for your attendees, for example, through ventilation, encouraging social distancing, hand washing and the use of hand sanitiser.

2.: You are **responsible for cleaning** door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied. These are in the marked cupboard in the kitchen. You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

3: We suggest that you inform your group that they should not attend if they or anyone in their household has had COVID-19 symptoms in the last 48 hours.

4. If you become aware that anyone attending your event has developed Covid symptoms within 10 days please inform us, so that we can consider whether we need to take any steps to inform subsequent users of the hall or carry out additional cleaning.

5: Please keep the premises **well ventilated** throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

6: Please encourage the regular use of hand sanitiser and washing hands with soap and water throughout the day.

7: We do not placing a specific covid limit on the numbers attending the hall . As hirer it is your responsibility to consider the vulnerability of your attendees and exercise judgement in limiting numbers so that social distancing can be maintained if appropriate.

8: You need to be mindful of more clinically vulnerable members of the community and those not fully vaccinated to make suitable adjustments to the environment so people feel confident and comfortable to return to the hall.

9: You are responsible for the **disposal of all rubbish** created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

10: Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should be consumed while seated.

11: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

12: Please ask those attending to bring their own equipment and not share it with other members. You should avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use.

13: Please encourage all those attending your activity to **wear a face covering** (unless an exemption applies) when appropriate. **A face covering is not required when people are seated or during exercise**, but you may wish to recommend your attendees continue wearing masks when in close contact with people they don't normally meet with.

Harpford Village Hall Committee. Updated April 2022